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Office Memorandum • UNITED STATES GOVERNMENT

TO : Comptroller

DATE: 6 Oct. 1958

FROM : Chief, Machine Records Division

SUBJECT: Justification for Retention of Present Personnel

The Machine Records Division workload is governed by the demands placed upon it by the several components it services.

Since 1952 there has been a substantial increase in the number of employees in the Agency, which has resulted in increased demands on this Division in personnel accounting, payroll operations, financial accounting, stock accounting, and other records vital to the needs of the Agency.

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Additional demands are being made at the present time such as the mechanization of insurance accounting, foreign service data for retirement actuarial studies, and the Language Development Program.

Following are several examples of increased workloads and demands on the Division as stated above:

1. Accounting Branch

Number of line items machine processed yearly has increased from 257,314 in 1953 to 398,592 in 1958. This is an average of 28,200 each year.

2. Vouchered Payroll Branch

Number of employees payrolled has increased 50% since the conversion to partial machine processing in 1952. Since then the payroll operation has been completely mechanized including the leave processing, bond recording, and voucher back up sheets. Additional considerations in payroll processing under the mechanized system includes D. C. Withholding Tax, and Federal Employees Group Life Insurance deductions.

3. Unvouchered Payroll Branch

A machine prepared Earnings Statement submitted to the Staff Agents which is more easily understood has resulted in less inquiries to the Finance Division Payroll Branch. This improvement is being extended to the Staff employees of the Agency.

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This Division has at the present [REDACTED] Tabulating Machine Operators above the number allotted on the T/O. [REDACTED] of these were recommended by the Management Staff Study to replace employees in EDPM training. With the addition of these employees, and the completion of the retroactive pay requirement, fiscal year requirement, and the end of summer vacations, the division has managed to reduce the amount of overtime necessary to meet the schedules.

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Any reduction in the number of employees in this division will result in curtailment of services, or additional overtime requirements.

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